

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: October 11, 2019**

**Closing Date: October 18, 2019**

**CRIMINAL DIVISION  
KENT COUNTY OFFICE MANAGER/PAY GRADE 10**

**Job Responsibilities and Duties:**

This Office Manager position is a leadership position in the Criminal Division in the Kent County Office. This position will assist in high level of legal administrative duties as needed by management and other Deputy Attorney Generals within all Units, however, the primary duties of this position is that it is the integral point of contact and a resource for Administrative Specialists, Administrative Assistants (Casual/Seasonals) and other Clerical support staff, located in Dover.

**Essential Functions:**

- Manage the reception area and telephone rotation schedule.
- Oversee the distribution of incoming mail.
- Provide manuals/binders/code books, etc., for newly hired Deputy Attorneys General.
- Coordinate schedules/workspaces/assignments for all interns and externs.
- Serve as a leader and point of contact for administrative Criminal Division staff for general work guidance including the responsibility of coordinating internal training of existing and new employees.
- Manage and evaluate administrative staffing needs in conjunction with management to aid in the event of required work overflow whereby assigning, reassigning; ensuring the workload distribution for administrative staff is the most productive.
- Point of contact for the Administrative Division staff; Human Resources, Fiscal, Facilities and IT with various office needs as necessary.
- Point of contact with landlord to deal with issues relating to the building.
- Coordinate office and cubicle moves with Facilities and IT.
- Responsible for the notification of repairs/maintenance of office equipment and general office facilities needs with Facilities and IT.
- Maintain equipment and provide supplies for the Courthouse office and copiers.
- Maintain and update the Kent County Office roster.
- Counsel employees when needed regarding workload and work performance and participate with senior management and Human Resources in the discussion and the documentation of disciplining employees.
- Monitor employee attendance and work schedules.
- Oversee and input data as well into the Time & Labor system for sick and vacation leave for all staff in Kent County.
- Manage and keep current with document retention policies and enforcement of such policies.

- Maintain file room & coordinate shredding of old files in accordance with document retention policies.
- Coordinate travel for staff for training purposes.
- Assist in providing information to Fiscal in the preparation of the budget and other needed financial reports.
- Serve as a liaison between New Castle County and Sussex County management and office staff with various matters including working with Human Resources in the coordination, distribution and collection of personnel information, personnel documentation, and payroll as needed.
- Analyze and make recommendations regarding operating practices and procedures to include personnel, workflow, cost reduction, recordkeeping, performance standards, equipment and supply utilization, to secure smooth and efficient Kent County office operations.
- Implement new office procedures and revise existing office procedures as needed.
- Point of contact for Criminal Division Kent County Interns, Externs and Volunteers to aid Kent County management and Human Resources in the placement upon start and completion.
- Prepare Criminal Investigative AG's subpoenas.
- Set up upgraded files, Rule 9 warrants and sealed indictments.
- Prepare and process materials for monthly meetings of the Board of Pardons (set up files, run records, request reports, send victim letters, prepare outcome memorandum).
- Coordinate DSP monthly NCIC validations.
- Set up new employees with phone, computer, CJIS training, key card, etc.
- Provide garage openers/key cards/DELJIS access for employees.
- Request and order supplies for Criminal, Civil, and Family Division personnel in Dover.
- Coordinate small purchases and payment of miscellaneous bills for the office.
- Set up Skype phone for trainings and meetings, as needed.
- Maintain Kent County pool vehicle schedule.
- Assist with and maintain spreadsheets (AG Subpoena, Homicide, etc.).
- Participate in hiring/interviewing process for support staff.
- Assist support staff with training and when short-handed.
- Provide administrative support to the County Prosecutor.
- Assist with setting up calendar for Murder Phone rotation.
- Prepare evidence destruction motions.
- Prepare and e-file out of state witness motions.
- Assign Superior Court files in CJIS, once assigned by the Felony Unit Head.

#### Minimum Qualifications:

- Experience as a supervisor or a lead worker; delegating and managing the work of others to achieve goals, including the planning, assigning, reviewing and evaluating of the work of others on staff.
- Experience and knowledge of laws, rules, regulations, standards, policies/procedures specifically regarding the complaint handling process and analysis of troubleshooting; compiling and interpreting data.

- Ability to work with minimal supervision.
- Ability to work in a fast-paced/high pressure work environment.
- Strong verbal and written communication skills.
- Knowledge and working experience in Excel, Microsoft Office Suite, PowerPoint, and on-line research databases.
- DELJIS and NCIC experience is a bonus.
- A background in statistics is not required, but extremely helpful.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources. Since this is a leadership administrative position, applicants must also submit a written promotion recommendation from his/her current Supervisor.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**